



INFOSHEET: Making It Memorable

USE THESE IDEAS TO MAKE YOUR SYMPOSIUM A MEMORABLE EVENT THAT RUNS SMOOTHLY.

Introduce and thank presenters

- Invite a local toastmasters club, local youth or members of your action team
- Provide speaking notes or biographies as required
- Other: _____

Recognize achievements and success

- PowerPoint presentation
- Awards
- Presentations
- Other: _____

Share stories and ideas

- Poster presentations
- Table top displays
- Other: _____

Decorate

- Have school children make posters
- Hang *in motion* banners
- Other: _____

Use the local flavor

- Highlight what makes your community unique
- Include key champions and leaders within a variety of sectors
- Invite key stakeholders to bring greetings:
 - Mayor
 - CEO of Health Region
 - School Board
 - Local Celebrity
- Other: _____

Master of Ceremonies

- Invite a community leader, local celebrity or committee member
- Other: _____
